

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
EMERGENCY OUTREACH BUREAU  
*LAW ENFORCEMENT MENTAL EVALUATION TEAMS***

**VACANCY ANNOUNCEMENT**

***PSYCHIATRIC SOCIAL WORKER I/II  
MENTAL HEALTH CLINICIAN I/II  
CLINICAL PSYCHOLOGIST II***

This position will work a 4/40 schedule within the County of Los Angeles working in partnership with multiple Police Departments conducting field crisis evaluations and other calls for service. The position will work under the oversight of supervisory staff. Within agency guidelines and professional standards, clinicians of these positions team up with a police officer in law enforcement vehicles to provide mobile emergency services to persons with a mental health disorder. Primary assignments require the clinicians to consistently and effectively intervene in acute and life threatening situations in order to prevent harm to others, harm to self and assist with the basic needs such as food, clothing and shelter for those individuals who are incapable of securing these necessities due to a severe and persistent mental illness. Additionally positions allocated to this program provide mental health consultation services to other health disciplines, law enforcement agencies, other community agencies, and families of the consumers.

**EXAMPLES OF DUTIES:**

- Provide outreach, engagement, and linkage services to persons who have or are risk for mental illness.
- Provide mobile psychiatric assessment and evaluation for voluntary and involuntary hospitalization. Based upon the acuity of the situation, initiates application for immediate 72 hour detention at an LPS hospital facility, schedules an appointment for evaluation and treatment at a Mental Health Clinic, or makes referrals and linkages.
- Provide mobile crisis intervention to communities, families and consumers.
- Respond to consumers decompensating and in need immediate work with law enforcement to assist persons facing eviction and suspected of having mental disorders.
- Respond to requests from Adult Protective Services, Department of Children Services, and schools when police assistance is required at the scene.
- Avert violent confrontations between consumers and law enforcement through the use of verbal de-escalation techniques.
- Participate in providing roll-call training to Police officers.
- Provide consultation services to community agencies, county directly operated clinics; county contracted clinics, family members and schools to advise the consultee on the utilization of the Law Enforcement/Mental Health Teams pertinent to the recognition of mental health crisis dealt with by these facilities.

Interested individuals holding title to the above positions are encouraged to email their resume, by

**May 10, 2016 to:**

**Paul Sacco, LCSW, Program Head  
Emergency Outreach Bureau  
550 South Vermont, 10h Floor  
Los Angeles, CA 90020  
Phone: (213) 738-3440  
[PSacco@dmh.lacounty.gov](mailto:PSacco@dmh.lacounty.gov)**



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **INFORMATION SYSTEMS ANALYST II**

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**SALARY:** \$5,560.92 - \$7,293.36 Monthly  
\$66,731.04 - \$87,520.32 Annually

**OPENING DATE:** 04/22/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**FIRST DAY OF FILING:**  
April 25, 2016 at 8:00 a.m.

**EXAM NUMBER:**  
R2591J

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

**TYPE OF RECRUITMENT:**  
Open Competitive Job Opportunity

**DEFINITION:**

Under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

**CLASSIFICATION STANDARDS:**

Incumbents in this journey-level class provide a full-range of information systems analysis and design and are assigned to moderately complex systems. They analyze, design, test and implement programs for a complete system or a component or module of a large complex system. Incumbents apply a thorough knowledge of all phases of systems analysis and development for problem identification and resolution. Incumbents must possess good oral and written communication skills for developing technical and user documentation, and providing user training. Information Systems Analysts are distinguished from Application Developers in that they generally do not perform programming duties and are not required to have programming knowledge and experience.

**ESSENTIAL JOB FUNCTIONS:**

Elicits and documents user requirements for new systems and system enhancements; documents functional and technical requirements.

Completes change management documentation and coordinates approvals according to departmental procedures.

Collaborates with information technology staff to ensure requirements are met throughout the systems development life cycle.

Conducts interviews, performs workflow analysis, documents scope and objectives, and participates in design sessions.

Researches commercial software to identify products that might meet departmental requirements; analyzes and documents products' ability to meet user, functional, and technical requirements.

Evaluates impact of solution alternatives, performs cost/benefit analysis, analyzes constraints, and assesses risk to support go/no go and build/buy decision-making.

Prepares detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms and reports, workflow, interfaces, security, audit trails, and business continuity requirements.

Develops and maintains implementation and conversion plans.

Develops and implements training and test plans.

Assists in development and maintenance of project plans; assists in coordinating project reporting.

Develops test scenarios; prepares user acceptance test documentation; collaborates with system users to conduct user acceptance testing.

Prepares technical systems documentation, user manuals and online help.

Monitors system compliance with established IT policies, procedures, guidelines, plans and standards.

Performs analysis to help resolve application problems.

Collaborates with other technical staff to perform unit testing, integration testing, production simulation and load testing, and network testing as needed.

Installs software in support of business applications as needed.

Prepares hardware and software specifications for procurement as needed.

Participates in the development of requests for information (RFIs), requests for proposals (RFPs), requests for quotes (RFQs), statements of works (SOWs), etc., and in the evaluation of proposals as needed.

Monitors contractor performance as needed.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

#### **OPTION I:**

Graduation from an accredited college or university with a bachelor's degree or higher in Computer Science, Information Systems, or a closely related field and one (1) year of full-time, paid experience within the past three (3) years in information systems analysis and design in a centralized\* information technology organization.

#### **OPTION II:**

One (1) year of experience as an Information Systems Analyst I\*\*.

#### **OPTION III:**

Two (2) years of full-time, paid experience in information systems analysis and design within the past three (3) years in a centralized\* information technology organization.

### **PHYSICAL CLASS:**

**2 - LIGHT:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**SPECIAL REQUIREMENT INFORMATION:**

\*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

\*\*Applicants who expect to qualify through experience as a Los Angeles County Information Systems Analyst I must have held that County payroll title for the required time. No out-of-class experience or verification of experience will be accepted.

**ADDITIONAL INFORMATION:****EXAMINATION CONTENT:**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Reading Comprehension
- Data Analysis and Decision Making/Mathematics
- Written Expression
- Deductive Reasoning
- Professional Potential
- Achievement
- Independence
- Influence
- Confidence and Optimism
- Reliability

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.****TRANSFER OF SCORES:**

Applicants that have taken identical test parts for other exams within the last twelve(12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**NOTE:** Invitation letters to the written test may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add [ecervantes@hr.lacounty.gov](mailto:ecervantes@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your address book of approved senders to prevent email notifications from being filtered as spam/junk mail.

Candidates must score of 70% or higher on the examination in order to be placed on the Eligible Register.

Final results will be sent via United States Postal Service (USPS) mail. Written test scores cannot be given over the telephone.

**TEST PREPARATION:**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources Website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation. Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

**SELECTIVE CERTIFICATION:**

In accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, the Department of Human Resources (DHR) is canvassing applicants to identify eligible candidates who have the experience in the following areas:

- Clinical Informatics
- Digital Imaging
- Information Technology Project Management
- Project Management Business Analysis
- Information Security
- Information Technology Instructional Trainer

Candidates should be prepared to respond to a supplemental questionnaire during the application process. In order to be considered for placement on any Selective Certification lists for one or more of these areas, you are required to complete the associated supplemental questions. Your request to be placed on any selective certification list will be rejected if you do not complete the supplemental questions. The experience you claim in the supplemental questions must be consistent with the information you provide in your application. Candidates who pass the examination and meet the criteria identified in the supplemental questions will be placed on the Selective Certification list for that area.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

**VACANCY INFORMATION:**

The resulting eligible register from this examination will be used to fill vacancies at various Los Angeles County departments.

**AVAILABLE SHIFT:** ANY

**APPLICATION AND FILING INFORMATION:**

Fill out your application and supplemental questionnaire completely. Applications must be filed **online only**. Applications submitted by U.S. Mail, Fax or in person will NOT be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission. Applications must be filed online at <http://hr.lacounty.gov>.

Apply online by clicking on the "**Apply**" tab for this posting. You can also track the status of your application using this web site.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

\*In order to receive credit for Bachelor's Degree or higher degree, you must **attach** a legible copy of your "official" diploma, "official" transcripts, or "official" letter from an accredited institution which shows the area of specialization at the time of filing or within (15) calendar days from application submission. If you are unable to attach the required documents, you must email to [ecervantes@hr.lacounty.gov](mailto:ecervantes@hr.lacounty.gov). Please include exam number and exam title.

**IMPORTANT NOTES:**

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** as you may be **DISQUALIFIED**.

**SOCIAL SECURITY NUMBER:** All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**DEPARTMENT CONTACT NAME:** Elia Cervantes  
**DEPARTMENT CONTACT PHONE:** (213) 738-2037  
**DEPARTMENT CONTACT EMAIL:** [ecervantes@hr.lacounty.gov](mailto:ecervantes@hr.lacounty.gov)  
**CALIFORNIA RELAY SERVICES PHONE:** (800) 735-2922  
**ADA COORDINATOR EMAIL:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)  
**TELETYPE PHONE:** (800) 899-4099  
**ALTERNATE TELETYPE PHONE:** (800) 897-0077

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:****1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**2. Minimum or Selection Requirements are listed in the job posting.**

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. Application Deadline:**

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For



## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #R2591J  
INFORMATION SYSTEMS ANALYST II  
EC

\*\*\*\*\*  
Los Angeles, CA 90010

## INFORMATION SYSTEMS ANALYST II Supplemental Questionnaire

\* 1.

**ISA II Supplemental Questionnaire**

The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at anytime in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

☐ I understand the above information and instructions.

- \* 2. Which of the following best describes your level of education?
- ☐ High School Diploma or equivalent
  - ☐ Some college, training, or certificate
  - ☐ Associate's degree
  - ☐ Bachelor's degree
  - ☐ Master's degree
  - ☐ Doctorate degree
- \* 3. Which of the following best describes your **area of specialization** for your Bachelor's degree or higher?
- ☐ Computer Science
  - ☐ Computer Engineering
  - ☐ Information Systems
  - ☐ Closely Related Field
  - ☐ Other
  - ☐ Not Applicable
- \* 4. If you have a "*Closely Related Field*" degree, or if your degree is not listed above, please indicate your area of specialization for your Bachelor's degree or higher:  
(Indicate "N/A", if Not Applicable):
- \* 5. How many years of experience do you have as an Information Systems Analyst I in the County of Los Angeles?
- ☐ I do not have experience as an Information Systems Analyst I
  - ☐ Less than 6 months
  - ☐ 6 months - less than 1 year
  - ☐ 1 year - less than 2 years
  - ☐ 2 years or more
- \* 6. How many years of full-time paid experience do you have in information systems analysis and design within the past three (3) years in a centralized\*\* information technology organization.  
\*\*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.
- ☐ I do not have experience in this area
  - ☐ Less than 6 months
  - ☐ 6 months - less than 1 year
  - ☐ 1 year - less than 2 years
  - ☐ 2 years or more
- \* 7. For the experience selected above, **provide your job title, employment start and end dates, examples of duties performed, name of employer and contact information** as reflected on your application. If you do not possess this experience, type "No Related Experience."



\* 8. **SELECTIVE CERTIFICATION**

The following set of questions will be used to determine your eligibility to be placed on Selective Certification lists. Read each question carefully and be as specific as possible, including all information related to the functional area identified for Selective Certification. Comments such as "see resume or application" will not be considered as a response. **THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION.** Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. **I understand the above information and instructions.**

- ☐ Yes  
☐ No

- \* 9. Do you possess at least one (1) year of full-time paid work experience within the last three (3) years in implementing and supporting clinical applications in an integrated Clinical Information System (CIS) and integrated Electronic Health Record (EHR) environment in a healthcare setting?

- ☐ Yes  
☐ No

- \* 10. If you answered "Yes" above, describe your experience in **clinical informatics**. If you do not possess this experience, type "No Related Experience." *(For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).*

- \* 11. Do you possess experience or certification in one of the following areas?

- ☐ As a liaison between information services department and various Health care disciplines (physicians, nursing, diagnostic, and ancillary)  
☐ Hold an active certification in health informatics or completed professional development training in health informatics  
☐ I do not have experience in this area

- \* 12. If you selected one of the areas above, describe your experience in **clinical informatics**. If you do not possess this experience, type "No Related Experience." *(For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).*

- \* 13. Do you possess at least one (1) year of full time paid work experience and knowledge within the last three (3) years assisting in the installation and/or support of digital imaging systems or modalities or one (1) year of full-time paid practical work experience and knowledge within the last (3) three years assisting the use of digital medical devices, their electronic data or their communications to an electronic Health Record (EHR) or Hospital Information System (HIS)?

- ☐ Yes  
☐ No

- \* 14. If you answered "Yes" above, describe your experience in **digital imaging**. If you do not possess this experience, type "No Related Experience." *(For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).*

- \* 15. Do you possess at least one (1) year of full-time paid work experience within last three (3) years in project management of information technology projects, assisting and/or coordinating activities in project delivery utilizing project management methodologies in alignment with Project Management Institute (PMI) standards and guidelines?

- ☐ Yes  
☐ No

- \* 16. If you answered "Yes" above, describe your experience in **information technology project management**. If you do not possess this experience, type "No Related Experience." (For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).
- \* 17. Do you possess at least one (1) year of full-time paid work experience within last three (3) years in assisting a team in delivering system and/or process improvements by conducting business analysis tasks of eliciting, analyzing, validating and documenting business requirements?
- ☐ Yes  
☐ No
- \* 18. If you answered "Yes" above, describe your experience in **project management business analysis**. If you do not possess this experience, type "No Related Experience." (For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).
- \* 19. Do you possess at least one (1) year of full-time paid work experience within last three (3) years in assisting in the implementation of the information security program such as enterprise wide security risk program, policies and standards, vulnerability life-cycle management and remediation, evaluation of new security technologies, and contributing to security incident and event management?
- ☐ Yes  
☐ No
- \* 20. If you answered "Yes" above, describe your experience in **information security**. If you do not possess this experience, type "No Related Experience." (For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).
- \* 21. Do you possess at least one (1) year of full-time paid work experience within the last three (3) years in assisting or delivering information technology training classes?
- ☐ Yes  
☐ No
- \* 22. Which industry recognized instructional design models have you used in developing or delivering training classes?
- ☐ ADDIE-Analyze, Design, Develop, Implement, and Evaluate  
☐ SAM-Successive Approximation Model  
☐ AID-Agile Instruction Design  
☐ Kemp Model  
☐ Pebble-in-the-Pond Model  
☐ 4C/ID-Four Component Instructional Design  
☐ I have not used any of the above
- \* 23. If you selected one of the above, describe your experience in **information technology instructional training** applying related instructional design model(s). If you do not possess this experience, type "No Related Experience." (For the experience listed, provide your job title, beginning and end dates, examples of duties performed, name of employer and contact information as reflected on your application).
- \* 24.

To receive credit for any of the following, you must attach a legible copy of supporting documentation **at the time of filing or submit within fifteen (15) calendar days from application submission to [ecervantes@hr.lacounty.gov](mailto:ecervantes@hr.lacounty.gov)**

- A Bachelor's degree or higher in Computer Science, Information Systems, or a closely related field

I understand these requirements.

☐ Yes

☐ No

\* Required Question

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH**  
**Long Beach Child and Adolescent Program**  
**CalWORKs Unit**  
**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**Medical Case Worker I/II**

The Long Beach Child and Adolescent Program CalWORKs unit is an outpatient program in service area 8 which is located in Long Beach. A position is now open for a Bilingual Spanish-speaking Medical Case Worker I/II to serve as a Case Manager/Employment Specialist. The program provides psychosocial evaluations, case management, Individualized Placement and Support (IPS) for Supported Employment, individual psychotherapy, and skills groups for adults with mental health problems.

**EXAMPLES OF DUTIES:**

- Function as a member of a multidisciplinary assessment and treatment team
- Work collaboratively with GAIN/DPSS (GSW) program representatives; scheduling assessments
- Carries a case management and IPS Supported Employment Client caseload.
- Lead/Co-lead Life Skills and Rehabilitation Groups
- Assessing and developing individual employment plans with clients
- Fifty percent of time spent engaging in field based services focused on job development with potential employers, job search, resume building activities with clients, attending job fairs, collaboration with employment centers and resources
- Assist with intakes for new clients
- Assist with SSI application process
- Attend staff, quarterly and monthly CalWORKs providers meetings
- Provide linkage to educational, vocational, housing and other community resources/agencies
- Adhere to evidence –based IPS model and related documentation

**DESIRABLE QUALIFICATIONS:**

- Clinical background with adults
- 1 year case management experience; experience with educational, SSI, vocational, housing and linking to other community resources/agencies is desirable
- Must have bilingual skills in Spanish

Interested individuals holding title to the above position should **email** their resume and last two Performance Evaluations to:

Sofia Mendoza, LCSW  
Mental Health Clinical Supervisor  
Long Beach Child and Adolescent Program  
CalWORKs  
240 E. 20<sup>th</sup> St.  
Long Beach, CA 90806  
**EMAIL: [emendoza@dmh.lacounty.gov](mailto:emendoza@dmh.lacounty.gov)**

**AN EQUAL OPPORTUNITY EMPLOYER**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE RESOURCE MANAGEMENT**

**TRANSFER OPPORTUNITY**

**Mental Health Services Coordinator II**

Countywide Resource Management is recruiting a Mental Health Services Coordinator II to assist with the increased workload due to the expansion of jail diversion programs to support increased overcrowding in jail psychiatric units and criminal justice reform measures and other programs developed under Senate Bill (SB) 82. This would include contract monitoring, tracking referrals, collecting outcome measures and assisting with the overall administration. The centralized administrative management of countywide resources is vital to the continued growth and success of the Department's Mental Health Services Act (MHSA) Community Services and Supports (CSS) Plan to enhance individuals' ability to avoid or reduce lengths of stay in involuntary treatment and institutional settings and expedite flow of clients through the continuum of care. Examples of job duties include:

- Assist in developing placement resources for individuals with criminal justice involvement and coordinates placement planning with appropriate agencies.
- Serves as liaison between the CRM and the public and private agencies, and reviews mental health services offered under ongoing contracts.
- Providing contract monitoring, reviews, trainings, and act as the liaison between the Department and service providers to ensure quality of care for Los Angeles County clients.
- Evaluates the implementation of services by assisting in the administrative functions of managing the Department's implementation of jail diversion resources and SB 82 such as compiling capacity reports of program FSP slots as they relate to AB 1421 by provider and service area, generate monthly and quarterly enrollment report by focal population, and UREP and review outcome measure application (OMA) to ensure compliance.

**DESIRABLE QUALIFICATIONS:**

- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Good time management skills;
- Skill in tracking, multi-tasking, and prioritizing under pressure;
- Ability to work as a member of a team and to collaborate with other DMH staff;
- Flexibility and willingness to alter planned work flow to accommodate the Program's needs; and
- Ability to use Microsoft Office including Word, Excel, Access and Power Point.

Interested individuals holding payroll title to the above position are encouraged to FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Jacqueline Yu, LCSW  
Mental Health Clinical Program Head  
Countywide Resource Management  
550 S. Vermont Ave., 9<sup>th</sup> floor  
Los Angeles, CA 90020  
FAX: (213) 637-5892 or  
Email: Kelly Chi at [kchi@dmh.lacounty.gov](mailto:kchi@dmh.lacounty.gov)**



COUNTY OF LOS ANGELES  
invites applications for the position of:

## PATIENT FINANCIAL SERVICES WORKER

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**SALARY:** \$3,305.18 - \$4,323.82 Monthly  
\$39,662.16 - \$51,885.84 Annually

**OPENING DATE:** 04/26/16

**CLOSING DATE:** 05/10/16 05:00 PM

### POSITION/PROGRAM INFORMATION:



**REBULLETIN INFORMATION:** This announcement is a rebulletin to reopen the filing period and update the Special Requirement Information to accepting withhold. Persons who have already applied to this exam (b91936) within the last 12 month need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.

### TYPE OF RECRUITMENT

DEPARTMENTAL PROMOTIONAL JOB OPPORTUNITY

**RESTRICTED TO PERMANENT EMPLOYEE OF THE DEPARTMENT OF MENTAL HEALTH WHO  
HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

1) Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. 2) Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

### EXAM NUMBER

**b91936**

### **FILING DATES**

**04/27/2016 AT 8:00 A.M. to 05/10/2016 at 5:00 P.M.**

Positions allocable to this class typically have primary responsibility for interviewing patients or their relatives and/or representatives for the purpose of determining patients' eligibility for Medi-Cal and a variety of other healthcare programs, including the actual preparation/completion of applications for various governmental healthcare programs. Positions in this class assist patients in identifying any personal financial resources they may have which will enable them to pay for healthcare services and/or to develop mutually acceptable payment plans.

### **ESSENTIAL JOB FUNCTIONS:**

- Interviews patients or their relatives and/or representatives to obtain financial and other eligibility data and assists patients in preparing, completing, and processing Medi-Cal and other healthcare program applications.
- Collects data and enters patient information into the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system, as well as other information systems.
- Interprets provisions and requirements of the various governmental healthcare programs to provide a plan that is beneficial to the patient and the department.
- Analyzes financial and eligibility data and reviews medical records to establish patient eligibility for a variety of federal, State and County healthcare programs, such as Medi-Cal, Ability-to-Pay Plan, and Outpatient Reduced-Cost Simplified Application; completes the necessary documents within time limits specified by the appropriate governmental agency.
- Determines patients' financial ability to reimburse the County for healthcare services; interviews and corresponds with patients, responsible relatives and/or representatives, attorneys, employers, agencies, and insurance companies to obtain, verify, or clarify information, and explains County policies; secure payments and arrange payment plans as needed.
- Reviews and evaluates a wide variety of deeds, life insurance policies, negotiable securities, and miscellaneous assets to determine their value; obtains assignments of insurance benefits and third party liability liens.
- Determines whether patients have healthcare coverage and identifies the billable resource(s) for collection.
- Identifies problem situations and refers patients to other hospital departments, agencies, or community resources when appropriate.
- Review patients' files to pursue the collection of delinquent accounts receivable; recommend, when appropriate, temporary or permanent suspension of accounts or transfer delinquent accounts to collection services for further follow-up as needed.

### **REQUIREMENTS:**

#### **SELECTION REQUIREMENTS**

Two years of experience as a Patient Resources Worker\* interviewing patients or their relatives and/or representatives to determine patients' financial resources to pay for healthcare services.

**LICENSE:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.



**PHYSICAL CLASS: 2 - Light.** Light physical effort which may include occasional light lifting to a 10 pounds limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### **SPECIAL REQUIREMENT INFORMATION**

\* To qualify, applicant must currently hold, or have held the Los Angeles County payroll title of Patient Resources Worker for the required period of time. No Out-of-Class experience or Verification of Experience Letters will be accepted for this examination.

**Withhold Information:** *Permanent employees who have completed their initial probationary period and hold qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.*

#### **ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT:** This examination will consist of two parts.

**Part I:** *An Evaluation of Experience* based upon application information weighted 50%, and

**Part II:** *An Appraisal of Promotability* weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, adaptability and dependability, work habits and attitudes, problem solving, and personal and public relations.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on eligible list.

#### **ELIGIBILITY INFORMATION**

The name of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

#### **VACANCY INFORMATION**

The resulting eligible list will be used to fill vacancies in the Los Angeles County Department of Mental Health.

**AVAILABLE SHIFT:** Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

#### **SPECIAL INFORMATION**

Past and present mental health client and family members are encouraged to apply.

#### **APPLICATION AND FILING INFORMATION**

**Application must be filed online only.** All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Applications submitted by U.S mail, fax, or in person will not be accepted. We must receive your application by 5:00 pm, PST, on or before the last day of filing.

#### **INSTRUCTIONS FOR FILING ONLINE**

Apply online by clicking on the "Apply" tab for this posting once filing starts. You can also track the

status of your application using this website.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. Utilizing verbiage from bulletin, class specifications, and selection requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Resumes or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. If you are unable to upload required documents to online application, you must email them to [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov) within fifteen (15) calendar days of online filing date. Please include the exam number and the exam title in the subject line.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. **Falsification of any information may result in disqualification or rescission of appointment.**

#### **SOCIAL SECURITY NUMBER LANGUAGE**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

#### **COMPUTER AND INTERNET ACCESS AT LIBRARIES**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

#### **NO SHARING OF USER ID AND PASSWORD**

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

#### **DEPARTMENT CONTACT**

Department Contact Name: My Luu, Exam Analyst  
Department Contact Phone: 213-972-7037 or 213-972-7034  
Department Contact Email: [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov)

**ADA Coordinator Phone:** 213-972-7034

**Teletype Phone:** 800-735-2922

**California Relay Services Phone:** 800-735-2922

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### **COUNTY OF LOS ANGELES Employment Information**

Any language contained in the job posting supersedes any language contained below.

#### **Your Responsibilities:**

1. Completing Your Application:
  - a. Before submission of the application, it is

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**2. Minimum or Selection Requirements are listed in the job posting.**

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. Application Deadline:**

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further

occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #b91936  
PATIENT FINANCIAL SERVICES WORKER  
ML

\*\*\*\*\*  
Los Angeles, CA 90010

**PATIENT FINANCIAL SERVICES WORKER Supplemental Questionnaire**

- \* 1. This examination is restricted to current permanent full-time employee of the Los Angeles County Department of Mental Health. Please indicate if you are a Department of Mental Health employee.

☐ Yes, I am a current permanent full-time employee of the Department of Mental Health

☐ No, I am not a current permanent full-time employee of the Department of Mental Health

\* 2. Do you currently hold, or have held, the Los Angeles County payroll title of Patient Resources Worker?

☐ Yes

☐ No

\* 3. If you answer YES to question #2, please indicate the Patient Resources Worker job appointment date.

\* Required Question





COUNTY OF LOS ANGELES  
invites applications for the position of:

## PSYCHIATRIC TECHNICIAN III

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**SALARY:** \$3,599.18 - \$4,714.18 Monthly  
\$43,190.16 - \$56,570.16 Annually

**OPENING DATE:** 04/25/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**  
b8163A

**FIRST DAY OF FILING: 04/26/2016 at 8:00 A.M.**

This examination will remain open until needs of the service are met and is subject to closure without prior notice.

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Provides specialized services to departmental multi-disciplinary teams, other County departments, and community agencies in the delivery of mental health treatment.

**CLASSIFICATION STANDARDS**

Positions allocable to this senior-level class are assigned to a line operation responsible for the delivery of psychological rehabilitation, case management and/or Psychiatric Emergency Service of the Department of Mental Health or to a hospital or clinic of the Department of Health Services. Incumbents assigned to Mental Health Department program support and training provide consultation and training to departmental staff or to staff of other departments and agencies. Incumbents assigned to line operations work as team leaders reporting to a mental health clinical program manager or a physician manager.

Positions allocable to hospitals or clinics of the Department of Health Services report to a psychiatrist or other licensed physician, a psychologist, or work at the direction of a rehabilitation therapist, social worker, or registered nurse. Incumbents are typically responsible for providing technical direction to less experienced psychiatric technicians and providing care and protective services to clients most prone to assaultive behavior or requiring more extensive monitoring and review of their condition and progress.

**ESSENTIAL JOB FUNCTIONS:**

- Administers, either orally or by injection, prescribed medications to clients in acute psychiatric settings.
- Interviews the clients, family members, and friends to obtain collateral information that may

have bearing on the clients, treatment.

- Makes program services referrals for persons identified as mentally ill.
- Conducts the auditing of client records for compliance with documentation guidelines.
- Participates in multidisciplinary team conferences and collaborates with other mental health staff to develop the most effective treatment plan.
- Provides direct client care, completes required documentation, updates treatment team regarding client progress.
- Provides client, family members and significant others with referrals and linkage to community resources.
- Provides consultation to community agencies in the utilization of mental health and support services provided by directly operated clinics, in-patient facilities and contractors of the department.
- Provides in-service training to departmental staff and volunteers in the identification and treatment of mentally disordered individuals, principles of crisis intervention and management of assaultive behavior.
- Participates as a member of a Crisis Response Team in an inpatient psychiatric setting.
- Coordinate the activities of a Psychiatric Mobile Response Team or similar service team with law enforcement, courts, schools and other agencies, to assist and evaluate clients who are deemed to be a danger to themselves or others.
- Serve as a member of a Homeless Outreach and Engagement Team, providing initial assessments in the field and linking homeless mentally ill to mental health services.
- Coordinate the work of Psychiatric Technicians or others in the delivery of mental health services at an in-patient or out-patient facility.
- Coordinate or develop psychological rehabilitation programs for the chronically and persistently mentally ill.
- Lead and provide technical supervision to lower-level psychiatric technicians and support staff assigned to provide mental health services at an inpatient or outpatient facility.
- Serve as mental health service gatekeeper at the mental health ACCESS and Telecommunications Center, performing triage on caller requests for service, referring caller to an appropriate treatment source, and/or dispatching a psychiatric mobile response team.
- Assists Psychiatrists in completing and checking for accuracy on Treatment Authorization Request (TAR) and Prior Authorization (PA) forms.
- Promptly responds to phone calls / walk ins from clients regarding medication-related issues (i.e. medication side effects, pharmacy dispensing issues, refill needs) and consults with Psychiatrists and/or Register Nurses regarding those issues.
- Maintains medication inventory, organization, expiration dates, room/refrigerator temperature logs in the Medication Room.
- Orders supplies for Medication Room (i.e. sharps containers, syringes, needles, gloves, alcohol swabs, etc.)
- Maintains a caseload of clients and facilitate routine follow up and case management services as needed.
- Works in conjunction with other team members to facilitate services within Care Clinic Model.
- Prepares and signs the application for immediate 72-hour detention of disturbed psychiatric clients if Lanterman-Petris-Short (LPS) designated by the Office of Medical Director.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS**

Two years of experience at the level of Psychiatric Technician II in the County of Los Angeles\*.

### **LICENSE(S) REQUIRED**

Possession of a current, active and valid California State License to practice as a Psychiatric Technician\*\*.

Some positions in this classification, depending upon assignment, require possession of a valid

California Class C Driver License to perform job-related essential functions. **Candidates offered these positions will be required to show proof of a valid driver license before appointment.**

#### **PHYSICAL CLASS**

**4 - Arduous.** Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

#### **SPECIAL REQUIREMENT INFORMATION**

\* Experience at the level of Los Angeles County's class of Psychiatric Technician II is defined as: Actively participates with professional staff members in the delivery of mental health services or the delivery of indirect and direct patient care to clients who are mentally ill or emotionally disturbed.

\*\* Applicants must submit a legible copy of official proof of the required license at the time of filing or within 15 calendar days from the time of application submission.

#### **ADDITIONAL INFORMATION:**

##### **EXAMINATION CONTENT**

An evaluation of experience based upon application and Supplemental Questionnaire information weighted 100%

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

##### **ELIGIBILITY INFORMATION**

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

##### **SPECIAL INFORMATION**

Past and present mental health clients and family members are encouraged to apply.

##### **AVAILABLE SHIFT**

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

##### **VACANCY INFORMATION**

The eligible register for this examination will be used to fill vacancies in the Department of Mental Health.

##### **APPLICATION AND FILING INFORMATION**

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, Pacific Standard Time (PST), on the last day of filing.

##### **INSTRUCTIONS FOR FILING ONLINE**

Apply online by clicking on the "Apply" tab for this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. License, Resume, etc.) as attachment(s) during application submission, or send by email to [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov) within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Utilizing verbiage from bulletin, class specifications, and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. List each job experience separately.

All information is subject to verification. Applications may be rejected at any stage of the selection process.

#### **SOCIAL SECURITY NUMBER LANGUAGE**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

#### **COMPUTER AND INTERNET ACCESS AT LIBRARIES**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

#### **NO SHARING USER ID AND PASSWORD**

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

#### **DEPARTMENT CONTACT**

Department Contact Name: My Luu, Exam Analyst  
Department Contact Phone: 213-972-7034 or 213-972-7037  
Department Contact Email: [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov)

**ADA Coordinator Phone:** 213-972-7034

**Teletype Phone:** 800-735-2922

**California Relay Services Phone:** 800-735-2922

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#### **COUNTY OF LOS ANGELES**

##### **Employment Information**

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##### **Your Responsibilities:**

###### **1. Completing Your Application:**

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social

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## COUNTY OF LOS ANGELES

### Employment Information

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- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### 2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

#### 3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

#### 5. Promotional Examinations:

- a. Some of your experience may have been in a

Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be

total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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uninterruptible or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #b8163A  
PSYCHIATRIC TECHNICIAN III  
ML

\*\*\*\*\*  
Los Angeles, CA 90010

**PSYCHIATRIC TECHNICIAN III Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.  
☐ Yes
- \* 2. Do you have a valid California State License to practice as a PSYCHIATRIC TECHNICIAN? A legible copy of the license MUST BE ATTACHED to your application or submitted within 15 days from the date of filing.  
☐ Yes  
☐ No
- \* 3. Enter your State of California Psychiatric Technician License number / Date of issue / and Expiration Date.
- \* 4. Do you have a valid California Class C Driver License?  
☐ Yes  
☐ No
- \* 5. How many years of experience do you have in the delivery of mental health service at the level of Psychiatric Technician II?  
☐ I do not have experience in this field  
☐ Less than 2 years  
☐ 2 years to less than 3 years  
☐ 3 years to less than 4 years  
☐ 4 years to less than 5 years  
☐ 5 years or more
- \* 6. DESCRIBE IN DETAIL YOUR EXPERIENCE AT THE LEVEL OF PSYCHIATRIC TECHNICIAN II actively participating with professional staff members in the delivery of mental health services or the delivery of indirect and direct patient care to clients who are mentally ill or emotionally disturbed. LIST EACH JOB EXPERIENCE SEPARATELY, include from/to dates, hours worked per week, name and contact number of employer/supervisor. Credit will not be given if required information for evaluation is incomplete. All information is subject to verification.
- \* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **SENIOR TYPIST-CLERK**

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**SALARY:** \$2,850.00 - \$3,825.64 Monthly  
\$34,200.00 - \$45,907.68 Annually

**OPENING DATE:** 04/27/16

**CLOSING DATE:** 05/10/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**

**OFFICE OF THE DISTRICT ATTORNEY**



**TRANSFER OPPORTUNITY NOTICE**

*Restricted to permanent employees of the Los Angeles County*

**ESSENTIAL JOB FUNCTIONS:**

**SENIOR TYPIST-CLERK**  
**Bureau of Administrative Services**  
**Systems Division**

**ABOUT THE POSITION:** The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill a Senior Typist-Clerk (STC) vacancy in the Bureau of Administrative Services, Systems Division, located in Cerritos. This position is primarily responsible for providing clerical support to managers, the division Secretary and other staff. Duties include sorting and distributing incoming mail for the Systems Division, answering the division's main phone, greeting visitors, coordinating office communications, processing software and equipment purchases, receiving product orders, providing validation of system changes, and acting as the office timekeeper for the division.

**DESIRABLE QUALIFICATIONS:**

- Excellent customer service skills.
- Excellent computer skills and knowledge of computer programs (Microsoft Word, Excel, Outlook, PowerPoint, Access, etc.).
- Excellent organizational and file management skills.
- Excellent oral and written communication, grammar, and language skills.
- Ability to work flexible work hours, including occasional early mornings and evenings (in accordance with the Fair Labor Standards Act guidelines).
- Ability to effectively interact with the public, law enforcement, court personnel, judicial agencies, co-workers, and various government employees.
- Ability to effectively manage multiple tasks, shifting priorities, and learning new skills.

- Ability to take direction and work independently and cooperatively within a team.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Experience with eHR Timekeeping System.
- Experience with eCAPS Procurement System.

**\*PLEASE DO NOT APPLY ONLINE\***

## **REQUIREMENTS:**

**ACCEPTING RESUMES FROM:** Only permanent employees of the Los Angeles County currently holding the payroll title of STC and those who are on the current STC certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

## **PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Todd Pelkey, Chief  
Systems Division  
12750 Center Court Drive, Ste. 500  
Cerritos, CA 90703  
Telephone (562) 403-6605  
E-mail: [tpelkey@da.lacounty.gov](mailto:tpelkey@da.lacounty.gov)

**NO LATER THAN: Tuesday, May 10, 2016**

**\*\*THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION\*\***

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### **COUNTY OF LOS ANGELES Employment Information**

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- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

##### **2. Minimum or Selection Requirements are listed in the job posting.**

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**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire

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- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

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- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

(CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

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**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained

expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.  
through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

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**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #T2216B  
SENIOR TYPIST-CLERK  
TM

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Los Angeles, CA 90010

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